COUNTY OF HIDALGO
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM
(ALLOWANCES)

NOTE: *Complete multiple personnel action form if department is requesting more than (3) personnel actions.*

Date: 04/11/2025

Current Slot No.: 0004

Department Name: Precinct 3

Current Position Title: Director, Field Operations II

Department No.: 123-005

Requested Position Title: Director, Field Operations II

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 5,000.00	$ 5,000.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 5,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☐ Other

POSITION TYPE: ☑ Full Time Regular Object Code 113 ☐ Part Time Regular Object Code 114
☐ Full Time Temporary Object Code 121 ☐ Part Time Temporary Object Code 122

CIVIL SERVICE: ☑ Exempt ☐ Non-Exempt **FLSA:** ☑ Exempt ☐ Non-Exempt

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

The Director, Feild Operations II continues to have additional responsibilites due to shortage of foremen due to recent retirments and turnover.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Effective dates for supplemental allowance: 05/25/2025 through 10/31/2025

Department Head — Date: 04/11/2025

Department of Human Resources — Date: 4/25/25

HR Form: 029
Revised: 02/23/2017